Topics:

The public record [2] email [3] to constitute [5], retention schedule [6], personal information [7]

SS-08-003.02 Data Security - Electronic Records

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PURPOSE

Email messages, electronic data interchange, and other forms of electronic materials often document important government transactions and decisions. Like any other type of record, such information is necessary to ensure government accountability. In light of today?s reliance on technology for conducting official business, the Georgia Records Act states that each Agency establish a policy of intent to rely on the electronic data as a form of official record. Official records reflect the information and position that the agency believes is true and complete and will rely upon to conduct its business.

This standard designates digital data as an authorized form of official record within the state, but DOES NOT imply that electronically generated data is the only form of official record recognized or authorized by the state, NOR does it preclude an agency from establishing internal policy regarding the creation and designation of official records. This standard establishes the official record, once designated by the agency, which must be protected with safeguards for creation, modification, storage, and destruction under a records management program.

SCOPE, AUTHORITY, ENFORCEMENT, EXCEPTIONS

See Enterprise Information Security Charter <u>PS-08-005</u> [8]

STANDARD

The State of Georgia recognizes electronically generated materials (such as email, electronic data interchange and other forms of electronic material) as a standard format for official public record.

Each Agency shall formally designate all other formats for official records in the custody of that agency.

As with any forms of official record, digital data shall be safeguarded against loss, unauthorized destruction, modification or disclosure and as such shall be included in data security and records management programs.

No state entity or employee shall dispose of (i.e., destroy or give away) any public record except in accordance with a retention schedule approved by the State Records Committee and the Georgia Archives and set forth by the Georgia Records Act for records retention.

Each state entity shall designate a records management officer who shall establish and maintain a records management program and shall serve as primary contact for the archives. (Georgia Records Act)

RELATED ENTERPRISE POLICIES, STANDARDS, GUIDELINES

Appropriate Use of Information Technology Resources <u>PS-08-003</u> [9]